
Chapter 22: Public Affairs Records

Office of the Assistant Secretary**A220101 Assistant Secretary for Public Affairs - Correspondence Files**

Description: Correspondence and other documentation reflecting the activities and duties of the Assistant Secretary in planning and operating the Public Affairs activities of the Department, including speaking engagements and press matters involving international events and organizations, other Government agencies, regional and functional bureaus, etc.

Disposition: Permanent. Retire to RSC when 5 years old. Transfer to National Archives when 20 years old.

DispAuthNo: NC1-59-80-19

A220102 Principal Deputy Assistant Secretary/Spokesman - Subject and Correspondence Files

Description: Faxes, e-mail, memoranda, press releases, meeting notes, talking points, briefing texts, news clippings, background and fact sheets, statements and speeches, copies of press briefings and other material accumulated by the Department's Spokesman. Arranged by subject.

Disposition: Permanent. Retire to RSC when 3 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-27, item 1

A220103a Deputy Assistant Secretary for Public Affairs - Speech and Writings Files - Arranged by subject

Description: Background and reference material being used or to be used in drafting speeches for the Secretary of State, various versions of speeches for the Secretary, speech outlines, policy decisions to be used in the speeches, correspondence, and final versions of speeches.

a. Initial drafts, drafts with Secretary's comments, input memorandums and correspondence, reading copy, and final text.

Disposition: Permanent. Retire to RSC 1 year after the end of tenure of Deputy Assistant Secretary or immediately after a change in Administration and transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-27, item 2a

Chapter 22: Public Affairs Records

A220103b Deputy Assistant Secretary for Public Affairs - Speech and Writings Files - Arranged by subject

Description: Background and reference material being used or to be used in drafting speeches for the Secretary of State, various versions of speeches for the Secretary, speech outlines, policy decisions to be used in the speeches, correspondence, and final versions of speeches.

b. All other material.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-27, item 2b

A220104 Deputy Assistant Secretary for Public Affairs - Subject Files

Description: Memorandums, reports, and correspondence relating to issues surrounding the compilation, declassification, and publication of the series Foreign Relations of the United States.

Disposition: Permanent. Retire to RSC 1 year after the end of tenure of Deputy Assistant Secretary or immediately after a change in Administration and transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-27, item 3

A220105 Staff Assistant's Files

Description: S/S taskers and red borders, documentation bearing S/S numbers, copies of congressionals, e-mail, memoranda, chronological files, staff meeting notes, quarterly reports, management reports, policy and procedural files.

Disposition: Permanent. Retire to RSC when 2 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-27, item 4

A220106 Press Guidance Package

Description: Package of anticipated questions and answers prepared by the regional and functional bureaus for use by the Department Spokesman at the daily press briefings. Record copy provided by PA/PRESS.

Disposition: Destroy when 6 months old

DispAuthNo: N1-59-95-27, item 5

Chapter 22: Public Affairs Records

A220107 Statements, Press Conferences, Speeches of Principals

Description: Statements, press conferences, and speeches made by Department Principals in S/S, D, P, E, T, M, and C. Maintained in notebooks in chronological order.

Disposition: Destroy when 1 year old

DispAuthNo: N1-59-95-27, item 6

A220108 White House Statements

Description: Faxed copies of White House statements on various subjects

Disposition: Destroy when 6 months old

DispAuthNo: N1-59-95-27, item 7

Chapter 22: Public Affairs Records

Public Communications**A220201 Speech and Article Clearance Files**

Description: Clearance files for State and Defense Department speeches, articles, statements before Congressional committees, press releases, photographs, manuscripts cleared for publication. Includes copies of cleared speeches, articles, related log books, etc.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-80-18

A220202 Public Affairs Mailing List Master

Description: This on-line series contain a listing of names of individuals and institutions worldwide receiving information disseminated by the Bureau of Public Affairs.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 29

A220203 Public Affairs Speaker Tracking Master

Description: This on-line series contain a listing of Department speakers on various topics, and enables the Bureau of Public Affairs to maintain an accounting of speaking engagements, sponsoring institutions, and speakers.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 30

A220204a(1) PA Major Publications Series

Description: Consists of publications containing major speeches and other statements by Department Principals, special reports providing background data and analyses, summaries, background information on countries, maps, charts, tables and other documents, pamphlets, bulletins, booklets on major foreign policy and international issues distributed to the public. The following series are included or have been at one time: Current Policy, Special Reports, GISTS, Bulletin, Background Notes, Public Information Series, Selected Documents, Regional Briefs, Foreign Affairs Notes, Atlas, Update From State and Dispatch. (Note: If new series are begun, they are also covered.)

a. Publications dating from 1991.

(1) One copy of each publication in each series and all subsequent issues.

Disposition: Permanent. Cut off at the end of the calendar year and retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-92-11, item 1b(1)

Chapter 22: Public Affairs Records

A220204a(2) PA Major Publications Series

Description: Consists of publications containing major speeches and other statements by Department Principals, special reports providing background data and analyses, summaries, background information on countries, maps, charts, tables and other documents, pamphlets, bulletins, booklets on major foreign policy and international issues distributed to the public. The following series are included or have been at one time: Current Policy, Special Reports, GISTS, Bulletin, Background Notes, Public Information Series, Selected Documents, Regional Briefs, Foreign Affairs Notes, Atlas, Update From State, and Dispatch. (Note: If new series are begun, they are also covered.)

a. Publications dating from 1991.

(2) All other copies.

Disposition: Destroy when no longer needed for distribution or when superseded.

DispAuthNo: N1-59-92-11, item 1b(2)

A220205 Red Border File

Description: S/S originated taskers--congressionals and other correspondence

Disposition: Destroy when 2 years old

DispAuthNo: N1-59-95-25, item 1

A220206 Correspondence Statistics File

Description: Daily, weekly, and monthly office work statistics, e.g. number of daily phone calls received and amount of mail opened and responded to.

Disposition: Destroy when 6 months old.

DispAuthNo: N1-59-95-25, item 2

A220207 US Foreign Policy on CD-ROM (USFAC)

Description: A compact, fully searchable foreign policy library offering key documents from 1990 to present. Contains speeches, testimony, publications such as Background Notes and Dispatch Magazine, congressional reports provided on the Department's World Wide Web on the Internet (<http://www.state.gov>). Published quarterly and each issue is accumulative. This information is also provided in hard copy under PA Major Publications Series which is designated as permanent material. See item 220204.

Disposition: Destroy when superseded.

DispAuthNo: N1-59-97-11, item 1

Chapter 22: Public Affairs Records

Press Relations**A220301 Background and Special Briefings by Senior Officers of the Department, including Assistant Secretaries - Arranged in chronological order**

Description: Printed texts of special briefings held to elaborate on topics and issues of special interest or on a specified subject or topic. These briefings are given on a background or on-the-record basis.

Disposition: Permanent. Retire to RSC when 5 years old for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-24, item 1

A220302 Press Guidance Used for Daily Briefings

Description: Package of anticipated questions and suggested answers prepared by the regional and functional bureaus for use by the Department Spokesman at the daily press briefings. Package is arranged by region and country and is covered by an index sheet. Package is distributed throughout PA and the Department, USUN, Department of Defense, White House, and USIA.

Disposition: Permanent. Retire to RSC when 12 months old. Transfer to the National Archives when 5 years old.

DispAuthNo: N1-59-95-24, item 2

A220303a Daily Press Briefings and Posted Questions - Printed text of daily noon sessions between the Department of State Spokesperson and the Press along with "Taken Questions." Format is question and answer - Arranged chronologically

Description: a. Bound Volumes (Record Set). Contains original transcript and any posted questions there may have been.

Disposition: Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-91-26, item 1a

A220303b Daily Press Briefings and Posted Questions - Printed text of daily noon sessions between the Department of State Spokesperson and the press along with "Taken Questions." Format is question and answer - Arranged chronologically

Description: b. All other copies.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-91-26, item 1b

Chapter 22: Public Affairs Records

A220304a Statements Issued by the Department (formerly Press Releases) - Arranged in chronological order

Description: Printed statements on various subjects issued by the Department, including texts of the Secretary of State's and seventh floor Principals' press conferences and speeches as released to the press. These are either as prepared for delivery or as delivered. Other types of information released include biographic data on Ambassadors and other high level officials, prepared statements for Congressional testimony and notices to the press.

a. Record Set (no longer bound)

Disposition: Permanent. Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-24, item 3

A220304b Statements Issued by the Department (formerly Press Releases) - Arranged in chronological order

Description: Printed statements on various subjects issued by the Department, including texts of the Secretary of State's and seventh floor Principals' press conferences and speeches as released to the press. These are either as prepared for delivery or as delivered. Other types of information released include biographic data on Ambassadors and other high level officials, prepared statements for Congressional testimony and notices to the press.

b. All other copies.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-24, item 3b

A220305 Press Materials from Secretary's Trips - Arranged chronologically by trip

Description: Documentation covering the Secretary's trips. Included are transcripts of all on the record and background briefings given to the press on the Secretary's plane and at stops. Also included are announcements, schedules, itineraries and lists.

Disposition: Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-91-26, item 4

Chapter 22: Public Affairs Records

A220306a Computer Files

Description: a. Tracking system. Comprised of tasking list of questions from PA/PRESS to regional bureaus. These are the questions used to generate item 220302, Press Guidance Used for Daily Briefings

Disposition: Delete information when no longer needed.

DispAuthNo: N1-59-95-24, item 4a

A220306b Computer Files

Description: b. Index to Press Guidances.

Disposition: Delete after it is printed and copied and made a part of item 220302.

DispAuthNo: N1-59-95-24, item 4b

A220307 Verbatim Transcripts of TV News Reports on Foreign Policy Items

Description: Verbatim transcripts on foreign policy items on the evening news (t.v.). Provided on a daily basis by a contractor.

Disposition: Destroy after distribution throughout the Department and they are no longer needed.

DispAuthNo: N1-59-95-224, item 5

A220308 News Clippings on Foreign Policy Items

Description: Articles clipped from various newspapers and news magazines

Disposition: Destroy after distribution throughout the Department and when no longer needed.

DispAuthNo: N1-59-95-24, item 6

A220309 Transcripts of Secretary of State Interviews Arranged by PA/PRESS - Arranged in chronological order

Description: Printed transcripts of one-on-one interviews, arranged by PA/PRESS, of the Secretary of State with individual journalists or groups of journalists. Included are Briefing Memoranda to the Secretary outlining the requests and Action Memoranda delineating logistics of approved requests.

Disposition: Permanent. Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-24, item 7

Chapter 22: Public Affairs Records

A220310 Media Correspondents' Records

Description: A working file. Originals sent to Diplomatic Security. Copies of forms, letters and other correspondence relating to building passes for all correspondents (t.v., radio, magazine, etc.) desiring access to the Department of State. Arranged in alphabetical order by name of correspondent.

Disposition: Destroy when no longer needed for operations.

DispAuthNo: N1-59-95-24, item 8

Chapter 22: Public Affairs Records

Office of Public Program**A220401a Executive & Scholar Diplomat Seminar Files**

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

a. Seminar Application File. Consists of applications and other correspondence on future seminars. Arranged by Regional Bureaus hosting seminar and then by date of the seminar.

Disposition: Destroy two years after seminar.

DispAuthNo: NC1-59-84-6, item 1a

A220401b Executive & Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

b. Seminar Subject File. Correspondence, reports, news & media articles, schedules, information on speakers, contacts, etc. which are of a general nature and do not belong to any specific seminar.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-84-6, item 1b

A220401c Executive & Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

c. Seminar Documentation Master File. Master file of all seminars kept in a notebook binder. For each seminar, documentation includes a program, list of participants, host officer list and picture.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-59-84-6, item 1c

Chapter 22: Public Affairs Records

A220401d Executive & Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

d. Seminar Files. Consist of correspondence, list of participants, speakers, biographic data, schedules, room reservations, etc. Completed seminar files are kept in file cabinet arranged by date. pending ones are kept by case officers on their desks. This file contains more information on seminars than is retained in Master File.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-59-84-6, item 1d

A220401e Executive & Scholar Diplomat Seminar Files

Description: Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives and Department officials.

e. University File. Duplicate of information on individuals who attended Scholar Diplomat seminars. Files arranged chronologically by university and used primarily for research on university participation in Scholar Diplomat program.

Disposition: Destroy when no longer needed for research and reference.

DispAuthNo: NC1-59-84-6, item 1e

A220402 Special Briefing Files

Description: Consists of correspondence, applications, program evaluation reports, speaker, information, biographic data, room reservations, etc. and other documentation created in providing special briefings to a wide spectrum of groups, ranging from top leadership groups to high school students.

Disposition: Destroy 2 years after briefing.

DispAuthNo: NC1-59-84-6, item 2

Chapter 22: Public Affairs Records

A220403a National Conference Files

Description: a. Correspondence, program, evaluation reports, speaker information, etc. created in arranging national conferences with opinion leaders from non-governmental organizations, business and labor, the media, state and local government and other private sector areas.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-59-84-6, item 3a

A220403b National Conference Files

Description: b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-59-84-6, item 3b

A220404 Scholar and Diplomat Card File

Description: A control card file used along with seminar applications file. Cards contain names of all scholar and diplomat scholars and serves as a research tool.

Disposition: Destroy when no longer needed.

DispAuthNo: NC1-59-84-6, item 4

A220405 Front Office Subject File

Description: Consist of general office material and information not pertaining to a specific seminar.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-84-6, item 5

A220406 Chronological File

Description: Contains copies of all outgoing communications from all three Divisions without regard to subject. The communications in this file are copies of those filed elsewhere by subject or event.

Disposition: Destroy when 1 year old or when no longer needed.

DispAuthNo: NC1-59-84-6, item 6

Chapter 22: Public Affairs Records

A220407 Speaking Engagement Files

Description: Correspondence and documentation created in coordinating speaking and media engagements throughout the country between Department officials and sponsoring organizations. Consist of correspondence, forms, invitations, travel arrangement and itinerary, biographic sketches, evaluation reports and newspaper clippings.

Disposition: Destroy 2 years after speaking engagement.

DispAuthNo: NC1-59-84-6, item 7

A220408 Speakers' Biographic File

Description: Case files consisting of biographic information and pictures of Department officials who have at one time or another participated in speaking engagements.

Disposition: Retain until officer has left Government or is deceased.

DispAuthNo: NC1-59-84-6, item 8

A220409a Regional Conference Files

Description: a. Correspondence and documentation created in coordinating foreign policy conferences in major American cities involving Departmental officers and local co-sponsors.

Disposition: Destroy 2 years after conference.

DispAuthNo: NC1-59-84-6, item 9a

A220409b Regional Conference Files

Description: b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-59-84-6, item 9b

A220410 Regional Programs Subject File

Description: Letters, reports, memoranda and correspondence of a general nature, i.e. not pertaining to any specific engagement or conference.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-84-6, item 10

Chapter 22: Public Affairs Records

A220411 Speaking and Media Engagement File for the Secretary

Description: Consists of correspondence and documentation created in the coordination of speaking and media engagements for the Secretary of State. Consist of action and briefing memoranda, Congressional correspondence, etc.

Disposition: Destroy 2 years after term of office has ended.

DispAuthNo: NC1-59-84-6, item 11

A220412 Speaking and Media Engagements File for the Deputy and Under Secretaries

Description: Consists of correspondence and documentation created in the coordination of speaking and media engagements for the Deputy Secretary and Under Secretaries. Consist of correspondence, action and briefing memoranda, etc.

Disposition: Destroy 2 years after term of office has ended.

DispAuthNo: NC1-59-84-6, item 12

Chapter 22: Public Affairs Records

Office of the Historian**A220501a Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States**

Description: a. Clearance File. Copies of: correspondence with other agencies; communications with foreign governments; declassification decisions; copies of excised documents; source text not declassified, decision memorandums; draft summaries and press releases with clearance actions; tables of contents; lists of documents in the volume, including sources and other identifying information; documents to be declassified; and other printouts from the volumes document database. Arranged by sub-series and volume.

Disposition: Permanent. Retire to RSC 1 year after publication of the last volume in sub-series. Transfer to the National Archives immediately.

DispAuthNo: N1-59-94-15, item 1a

A220501b Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States

Description: b. Master Manuscript File. Compilations of documents comprising each Foreign Relations manuscript proposal for publication.

Disposition: Destroy 1 year after publication of the last volume in the sub-series.

DispAuthNo: N1-59-94-15, item 1b

A220501c Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States

Description: c. Electronic Print File. Magnetic tapes containing the text of this publication.

Disposition: Delete when no longer needed.

DispAuthNo: N1-59-95-10, item 1

A220501d(1) Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States

Description: d. Published Volumes.

(1) Master set of volumes.

Disposition: Permanent. Transfer one copy of each volume and microfiche supplements directly to the National Archives at the end of the calendar year in which published.

DispAuthNo: N1-59-94-15, item 1c(1)

Chapter 22: Public Affairs Records

A220501d(2) Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States

Description: d. Published Volumes.

(2) All other copies.

Disposition: Destroy when no longer needed after authorized distribution is made.

DispAuthNo: N1-59-94-15, item 1c(2)

A220501e(1) Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States

Description: e. Document Database. Diskettes for each volume containing information about every document in the volume, generating several printouts, including declassification action on each document in the volume.

(1) Master.

Disposition: Destroy after all volumes for the presidential administration covered by the dates of the volume have been published and all declassification actions for documents in the volume have been entered electronically into the INFORM database or its successor.

DispAuthNo: N1-59-94-15, item 1d(2)

A220501e(2) Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States

Description: e. Document Database. Diskettes for each volume containing information about every document in the volume, generating several printouts, including declassification action on each document in the volume.

(2) Copies.

Disposition: Destroy when all final declassification actions for the volume have been electronically entered into the Department's INFORM database or its successor, and printout reports for the volume have been printed.

DispAuthNo: fN1-59-94-15, item 1d(2)

Chapter 22: Public Affairs Records

A220502a American Foreign Policy

Description: The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

a. Document File. Resource documents collected for each publication, including copies of speeches, Congressional testimony, daily briefings, decision memorandums, declassification decisions, declassified documents, drafts, editorial notes, excised documents, information, memorandums, memorandums of conversation, notes, papers, prepared statements, press releases, remarks, reports, reviews, telegrams, and weekly presidential documents, press briefings and conferences, statements by Executive Branch agencies, and other public documents on U.S. foreign policy. Arranged by subject or document title.

Disposition: Destroy 1 year after publication of corresponding volume.

DispAuthNo: N1-59-94-15, item 2a

A220502b American Foreign Policy

Description: The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

b. Master Manuscript File. Compilations of documents prepared for publication. Arranged by sub-series and volume.

Disposition: Destroy 1 year after publication of individual volume.

DispAuthNo: N1-59-94-15, item 2b

A220502c American Foreign Policy

Description: The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

c. Electronic Print File. Magnetic tapes containing the text of this publication.

Disposition: Delete when no longer needed.

DispAuthNo: N1-59-95-10, item 2

Chapter 22: Public Affairs Records

A220502d(1) American Foreign Policy

Description: The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

d. Published Volumes.

(1) Master set of volumes.

Disposition: Permanent. Transfer one copy of each volume and microfiche supplement directly to the National Archives at the end of the calendar year in which published.

DispAuthNo: N1-59-94-15, item 2c(1)

A220502d(2) American Foreign Policy

Description: The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

d. Published Volumes.

(2) All other copies.

Disposition: Destroy when no longer needed after authorized distribution is made.

DispAuthNo: N1-59-94-15, item 2c(2)

A220503a Principal Officers of the Department of State and U.S. Chiefs of Mission (1778 to date)

Description: This publication covers the history of the appointment, nominations, and designations of the Principal Officers of the Department and U.S. Chiefs of Mission.

a. Electronic Print File. Magnetic tapes containing the text of this publication.

Disposition: Delete when no longer needed.

DispAuthNo: N1-59-95-10, item 3

Chapter 22: Public Affairs Records

A220503b(1) Principal Officers of the Department of State and U.S. Chiefs of Mission (1778 to date)

Description: This publication covers the history of the appointment, nominations, and designations of the Principal Officers of the Department and U.S. Chiefs of Mission.

b. Published Editions.

(1) Master editions.

Disposition: Permanent. Transfer one copy of each volume and microfiche supplement directly to the National Archives at the end of the calendar year in which published.

DispAuthNo: N1-59-94-15, item 3a

A220503b(2) Principal Officers of the Department of State and U.S. Chiefs of Mission (1778 to date)

Description: This publication covers the history of the appointment, nominations, and designations of the Principal Officers of the Department and U.S. Chiefs of Mission.

b. Published Editions.

(2) All other copies.

Disposition: Destroy when no longer needed after authorized distribution is made.

DispAuthNo: N1-59-94-15, item 3b

A220504 Research Projects File

Description: Chronologies, documentaries, narratives requested by Secretary of State, other Department officials, and the White House on a wide range of historical subjects. Arranged by project number.

Disposition: Permanent. Transfer to the National Archives in blocks similar to those for the Department's central files (1955-59, 1960-63, 1964-66, 1967-69, and 1970-73) at the time that the central files are transferred. Transfer later records in 5-year blocks when 30 years old.

DispAuthNo: N1-59-94-15, item 4

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A220505a Advisory Committee on Historical Diplomatic Documentation File

Description: a. Program File. Briefing memorandums, correspondence, agendas, memorandums, memorandums of understanding, minutes, press releases, reports and other papers and documents relating to the establishment and activities, including the charter, determinations for closed meetings, inter- and intra-departmental communications involving the committee, communications between the Department and members of the committee, and written materials and reports considered and/or issues by the committee.

Disposition: Permanent. Retire to RSC when 2 years old. Immediately transfer directly to the National Archives.

DispAuthNo: N1-59-94-15, item 5a

A220505b Advisory Committee on Historical Diplomatic Documentation File

Description: b. Administrative File. Documents relating to arrangements for committee meetings, biographical information on a selection of committee, members, budget, reimbursement, travel, and other administrative activities of the committee. Arranged by TAGS and Terms, thereafter by year.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-94-15, item 5b

A220506 Diplomatic and Consular Cards File

Description: Consular officers assignments biographic information. Arranged alphabetically by name of post.

Disposition: Permanent. Retain in office until no longer needed then retire to RSC. Transfer immediately to the National Archives.

DispAuthNo: N1-59-94-15, item 6

A220507 Photographic Prints File (1900-Present)

Description: Photographs of State Department officials and other world political leaders, historical events, world regional events, Secretary of State visits, buildings, etc. Some of the photographs are labeled and some are not. Biographic information is included for some of the personalities. Also included are a few negatives. Photographs are arranged by Presidential Administration, subject, issues and events, and geographic location. The photographs have been used in the past for exhibition purposes.

Disposition: Permanent. Retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-96-14, item 1

Chapter 22: Public Affairs Records

A220508 Lantern Slides - Axis and Russian Strength

Description: Slides of charts, maps, and other graphics relating to Axis and Russian strength up to 1942 on food, industrial production, manpower, material, and transportation.

Disposition: Permanent. Transfer to the National Archives immediately.

DispAuthNo: N1-59-94-15, item 8

A220509 United Nations War Crimes Commission Records Request File

Description: Applications, correspondence, and memorandums dealing with requests for access by U.S. citizens to United Nations War Crime Commission records and information at the United Nations' Archives. Filed by name of requester.

Disposition: Destroy 5 years after request is completed.

DispAuthNo: N1-59-94-15, item 9

A220510 Historian Program File

Description: Records accumulated by the office that serve as unique documentation of historical programs and functions. Documents relate to internal policies, procedures, guidelines, or other instructional material that deal with the publications Foreign Relations of the United States, the American Foreign Policy Current Documents and historical studies and a wide range of subjects such as preservation of historical records, historical inquiries, and declassification policy, and records policy. Arranged by TAGS and Terms.

Disposition: Permanent. Cut off each year. Retire to RSC after 3 years. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-15, item 10

A220511 Administrative File

Description: Records accumulated by the office that relate to the internal administrative or housekeeping activities of the office. These records relate to office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. It includes copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels). Arranged by TAGS and Terms. Most of this material is covered by TAGS that start with the letter A, B, C, and O.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23-1

Chapter 22: Public Affairs Records

A220512 History Reference File

Description: Extra copies of material accumulated by the office that serves as a unique historical research resource on U.S. foreign relations and foreign policy history, historical inquiries and studies, and preservation of historical records. Consists of articles from magazines and newspapers, documents, notes, papers, publications, and telegrams. Arranged alphabetically by subject. Blocked by series and volume.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-94-15, item 12

A220513 Declassification Policy Issues Files

Description: File of unique reference material relating to declassification issues. Arranged by subject.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-15, item 13

A220514 Working Files

Description: Extra copies of documentation collected and maintained in the preparation of office publications and research projects.

Disposition: Destroy 3 years after publication of related volume or completion of related research project.

DispAuthNo: N1-59-94-15, item 14

Chapter 22: Public Affairs Records

Office of Public and Intergovernmental Liaison**A220601 Speakers' Biographic File**

Description: Biographical information and/or pictures of Department officials who have at one time or another participated in speaking engagements. Arranged in alphabetical order by name.

Disposition: Destroy when officer has left Government or is deceased or sooner if no longer needed.

DispAuthNo: NC1-59-95-26, item 1

A220602 Principals' and Ambassadors' Biographic File

Description: Biographic information and pictures of Department Principals and Ambassadors participating in speaking engagements. Arranged in alphabetical order by name.

Disposition: Transfer to PA/HO when no longer needed.

DispAuthNo: N1-59-95-26, item 2

A220603 Speaking Requests/Engagements Files

Description: Memoranda requesting clearances for speaking engagements for Department Principals (arranged by name of Principal)

Disposition: Destroy when 4 years old or when there is a change in Administration.

DispAuthNo: N1-59-95-26, item 3

A220604a Speaker Travel Files

Description: a. Paper Files. An accounting of billing and payment for travel expenses of Department speakers. Item b contains the same information.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-26, item 4a

A220604b Speaker Travel Files

Description: b. Computer file (formerly Public Affairs Speaker Tracking Master). On-line tracking system containing a listing of Department speakers on various topics. Enables the bureau to maintain an accounting of speaking engagements, sponsoring institutions, speakers, and billing and payment information for travel.

Disposition: Destroy when active agency use ceases.

DispAuthNo: N1-59-95-26, item 4b

Chapter 22: Public Affairs Records

A220605 Speaking Engagements Chronological File

Description: Chronological file containing copies of all outgoing correspondence related to speaking engagements. The communications in this file are copies of those filed elsewhere by subject or event. This file is shared by the Washington Programs Division and the Regional Programs Division.

Disposition: Destroy when 1 year old or when no longer needed.

DispAuthNo: N1-59-95-26, item 5

A220606 Principal Coordinator Files for the Secretary of State (formerly Speaking & Media Engagements Files for the Secretary)

Description: Correspondence and documentation created in the coordination of speaking and media engagements for the Secretary of State. Consist of action and briefing memoranda, congressional correspondence, etc.

Disposition: Destroy after term of office has ended.

DispAuthNo: N1-59-95-26, item 6

A220607 Speaking and Media Engagement Files for the Principals of the Department

Description: Arranged by name of Principal or the office. Correspondence and documentation created in the coordination of speaking and media engagements for the Deputy Secretary, Under Secretaries and other Principals of the Department.

Disposition: Destroy after term of office has ended.

DispAuthNo: N1-59-95-26, item 7

A220608a Regional Town Meetings (formerly Regional Conference Files)

Description: a. Correspondence and documentation created in coordinating foreign policy conferences in major American cities involving Departmental officers and local co-sponsors.

Disposition: Destroy 2 years after conference.

DispAuthNo: N1-59-95-26, item 8a

A220608b Regional Town Meetings (formerly Regional Conference Files)

Description: b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.

Disposition: Destroy when 25 years old.

DispAuthNo: N1-59-95-26, item 8b

Chapter 22: Public Affairs Records

A220609 Subject Files - Arranged in alphabetical order by subject

Description: E-mail, action/briefing memoranda, interviews, newspaper articles, business & trade information, correspondence and other documentation promoting Department relations with state and local governors, mayors, and state legislators.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-95-26, item 9

A220610 State Legislation Files - Arranged alphabetically by State

Description: Copies of State legislation and related correspondence.

Disposition: Destroy when superseded.

DispAuthNo: N1-59-95-26, item 10

A220611 Bureau of International Exhibitions Files - Arranged by exhibition and date

Description: Memoranda, background information, exhibition legislation and regulations, history of exhibitions, copies of contracts and correspondence pertaining to.

Disposition: Destroy 4 years after the exhibition.

DispAuthNo: N1-59-95-26, item 11

A220612 IGA Chronological Files

Description: Incoming and outgoing correspondence which is not duplicated elsewhere.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-95-26, item 12

A220613 Overseas Missions Files - Arranged chronologically and by organization

Description: Correspondence, cables, memoranda, facsimiles, itineraries, meeting agendas and other documentation accumulated while assisting IGAs with state trade missions abroad.

Disposition: Destroy 2 years after mission.

DispAuthNo: N1-59-95-26, item 13

A220614 Program Files - Arranged chronologically

Description: Meeting agendas, biographical information, guests lists, e-mail, and other documentation accumulated while arranging Departmental briefings for IGAs.

Disposition: Destroy when 4 years old.

DispAuthNo: N1-59-95-26, item 14

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A220615 Meetings with State and Local Governments - Arranged chronologically

Description: Meeting agendas, contacts lists, rosters, correspondence, briefing memoranda conveying speaking instructions, acceptance lists, foreign policy briefing information, meeting reports and other documentation accumulated while assisting State and local governments with export and investment activities.

Disposition: Destroy when 4 years old.

DispAuthNo: N1-59-95-26, item 15

A220616 Intergovernmental Associations Files (IGAs) - Arranged alphabetically by organization

Description: Publications, news releases, briefing material, newspaper articles/clippings, membership rosters, memoranda, membership directories.

Disposition: Destroy information when superseded.

DispAuthNo: N1-59-95-26, item 16

A220617 States Files - Arranged alphabetically by State

Description: Biographic information on State governors and mayors, facsimiles, letters, memoranda, meeting reports, information kits, copies of congressionals, State booklets, copies of agreements and other documents related to States.

Disposition: Destroy information when superseded.

DispAuthNo: N1-59-95-26, item 17
